



iWeb Tutorial

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CREATING A NEW PAGE



1. Launch iWeb. Locate the icon on your dock. If there is not an icon for iWeb on your dock, you may find it under your applications folder.
2. When you launch the iWeb application you will be prompted to choose a template for your page:

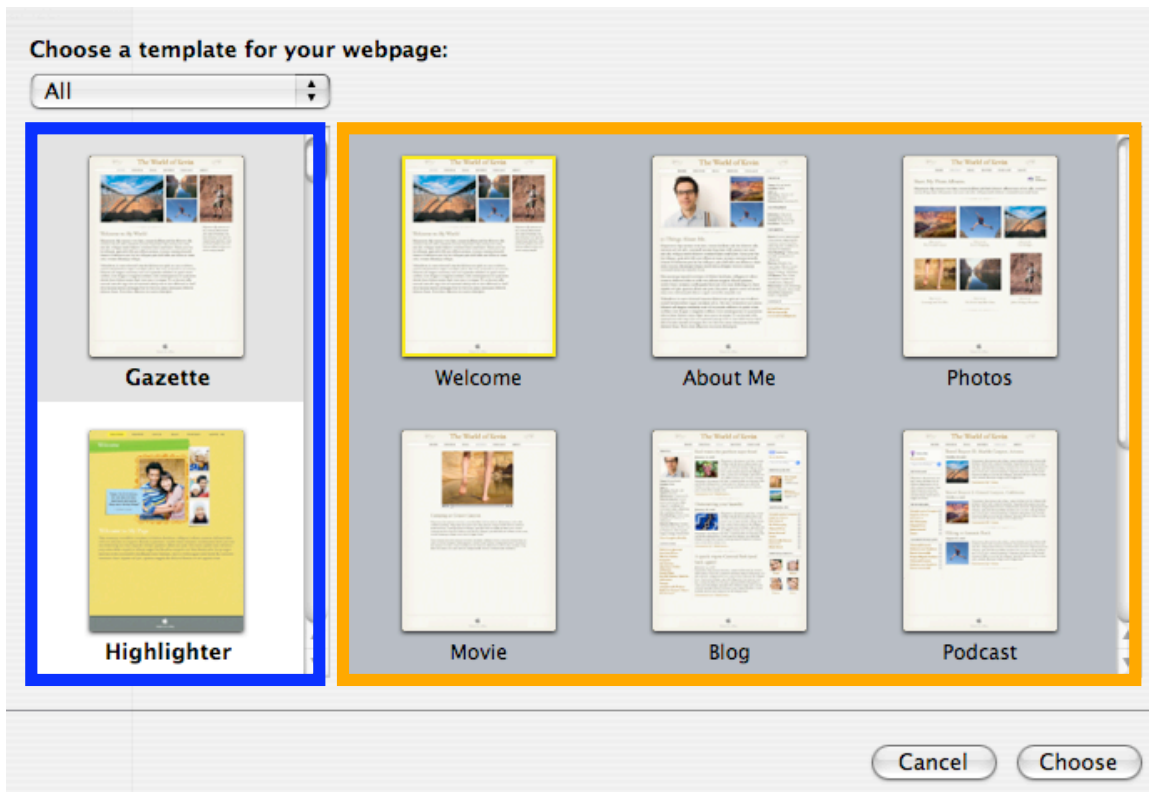


Fig. 1 – Choosing a template

3. Select a template. In the blue area (Fig. 1) you will find the template portion of window. There are a variety of templates for you to choose from, but it is important that you choose a template that is appropriate for the page you are creating.
4. Select a layout. In the orange area (Fig. 1) you will find the Layout portion of the window. In this area you will choose the layout that represents the type of page you intend to create.
5. After you have selected both a template and a layout press the **Choose** button.

ADDING TEXT

1. First, you must click the Text button at the bottom of the window.
2. After clicking the Text button, you will notice that a blank text box displays in the center of your page. To move this text box click anywhere in the border of the box and drag it to your desired position on the screen.
3. When the textbox is selected you will notice little white squares in each corner of the box, as well as on the border of the box. These squares are called Resizing Handles. To change the size of your text box, click on one of the handles and drag until your box reaches the desired size.



Fig. 1 – Resizing a text box

4. After you have placed and sized your text box, you are ready to begin adding text. To do so simply click within the text box and begin to type.
5. To format your text click the **Inspector** button at the bottom of the window.
6. When the inspector panel opens, choose the **Text** icon (Fig. 2).

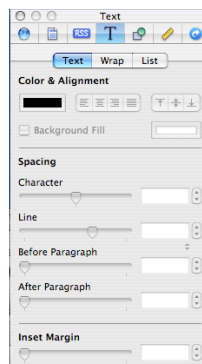


Fig. 2 – Property Inspector

ADDING IMAGES

1. To add an image to your page you will need to go to **Insert > Choose** as shown in (Fig. 1).

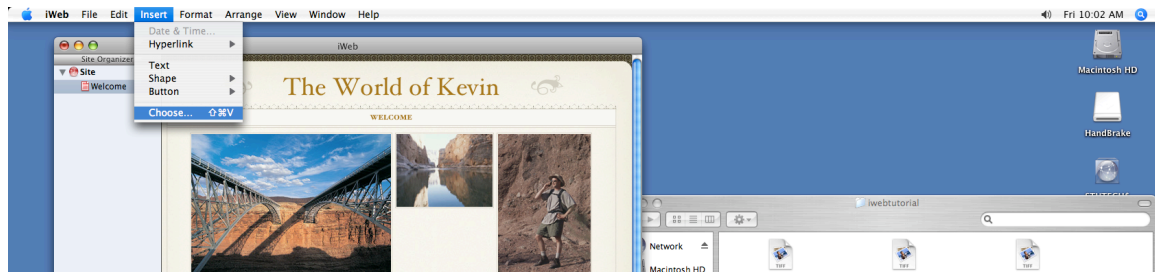


Fig. 1 – Insert an image

2. In the finder box, locate the image you wish to insert (Fig. 2).

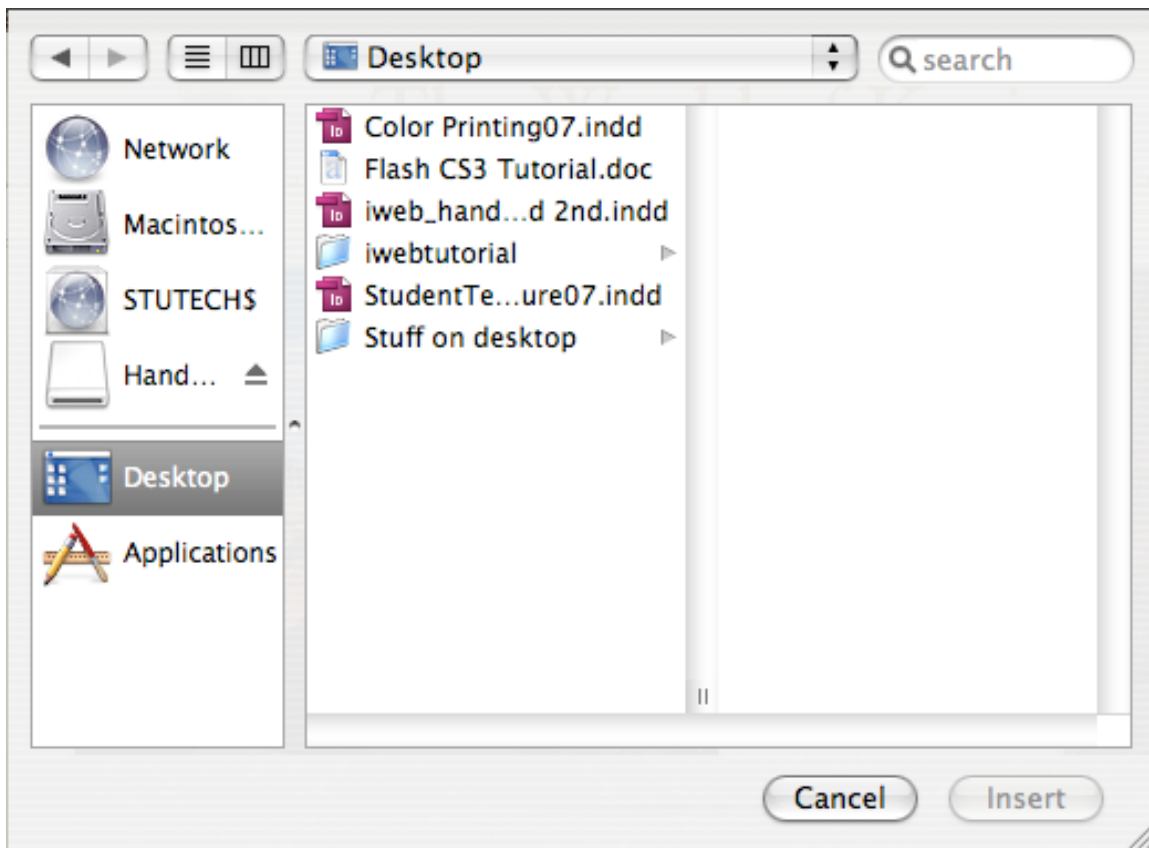


Fig. 2 – Finder window

4. To position your image, click within the image and drag it to your desired position on the page.

5. If necessary, you can use the **Adjust** icon located at the bottom of the window to adjust your image. The adjust option allows you to control, **Brightness, Contrast, Saturation, Temperature, Tint, Sharpness, Exposure** and allows you to manipulate the **Levels**.

CHANGING THE PAGE PROPERTIES

1. To modify elements of your page such as page name, page size, background color and browser background click the **Inspector** button at the bottom of the window.

A. Page Name – Allows you to title your page. The title you enter into this text box will appear in the browser window when your website is visited.

B. Page Size – This area of the inspector allows you to change the size of your webpage.

C. Page Background – Use this area of the inspector to change the fill of the background of your page. You can choose between **Color**, **Gradient**, **Image** and **Tinted Image** fill options.

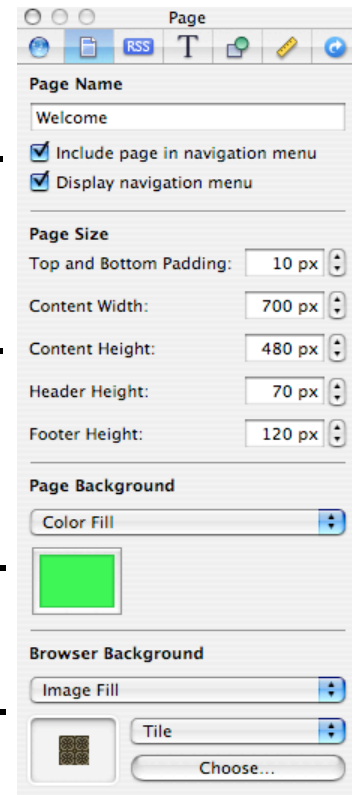
D. Browser Background – You can change the fill of the browser window using this option. Choose between **Image Fill** and

A.

B.

C.

D.



HYPERLINKING

1. To insert a hyperlink, first you must create a textbox containing the text you wish to link.
2. After you input the text, select it and chose the **Link** icon from the **Inspector** panel as shown in (Fig. 1).



Fig. 1 – Link Window

3. With your text selected be sure the **Enable as hyperlink** box is checked.
4. In the **Link to** field choose from **One of my pages**, **An External Page**, **A File** or **An E-mail Message**.
 - If linking to a page that you have previously created in iWeb, choose **One of my pages**, and choose your page from the drop down list.
 - If linking to **An External Page**, input the URL of the page you would like to link to in the box provided.
 - If linking to **A File**, choose the file you would like to link tot from the finder window.
 - If linking to **An E-mail Message**, input the desired e-mail address and subject.
5. Test link to be sure that it is functioning properly.

**** To hyperlink an image, follow same steps with image selected instead of text****

PUBLISHING IWEB DOCUMENTS

1. Create a new folder on your desktop named “yourname_iweb.” To do so, click on your desktop and select **File > New Folder**.
2. In iWeb select **File > Publish** to a Folder.
3. In the choose your location window, choose the folder that you created in Step 1.
4. Launch Dreamweaver by clicking the **Dw** icon on your dock. If there is no Dreamweaver icon on your dock, you may find it in your Applications folder.
5. When the program launches, click the “Manage Sites” button.
6. In the Manage Sites window click the “New” button.
7. In the Site Definition window input the following data:
 - Site Name:* yourname_iweb
 - Local root folder:* Press the folder icon to the right. Locate the folder that you published your iWeb page to in Step 2.
 - Default images folder:* Press the folder icon to the right. Locate the “images,” folder within the folder you published your iWeb page to in Step 2.
8. Choose “Remote Info,” from the categories list on the right.
9. In the Access drop down list select FTP.
10. Enter the following data:
 - FTP Host:* personal.bgsu.edu
 - Host Directory:* public_html
 - Login:* Your BGSU login name
 - Password:* Your BGSU login password
 - Be sure to check the “Use Passive FTP,” check box.*

*** If you do not have a personal BGSU server account activated, you must first do so in order for this process to work. To activate your account go to myBGSU.edu” ***
11. Press the “OK,” button.
12. Press the “Done,” button.

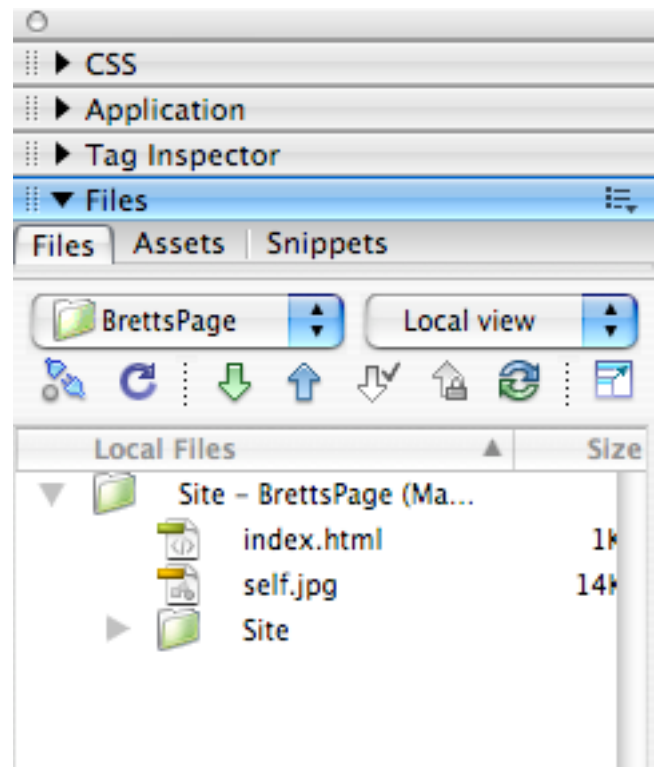


Fig. 1 – File Window

13. When the Dreamwaver window appears, in the “Files” window to the right select your folder and press the blue arrow button as shown in Figure 8. This will place your site on your personal BGSU site.

14. To test your site, open a web browser and enter:
“<http://personal.bgsu.edu/~yourBGSUlogin>”.